

Substitute Opportunities

The Shasta County Office of Education offers a wide variety of substitute positions. Please review the options listed below and indicate your area of interest. Return to Substitute Services. You will be contacted after Human Resources reviews your information.

☐ **Instructional Assistant – Early Childhood** \$12.00/hour

Provides support to teacher and staff supervising children in programs with children ages 18 months – 5 years. Most shifts are 3 ½ hours ranging from 7:30 a.m. until 4:30 p.m. A good choice for anyone desiring a flexible schedule.

Requirements: T.B. skin test, Fingerprint Clearance and Child Abuse Index \$15.00 fee.

☐ **Special Education Aide** \$12.19/hour

Provides support to teacher and staff assisting students with severe emotional disabilities, elementary through high school. Shifts are 3 ½ or 6 hours ranging from 7:30 a.m. until 3:30 p.m. A good choice for compassionate caregivers.

Requirements: AA Degree or higher, Paraprofessional test, or 48 semester units, T.B. skin test and Fingerprint Clearance.

☐ **Alternative School Instructional Aide** \$12.19/hour

Provides classroom assistance to teacher and students. Serving probationary and incarcerated youth. Shifts are generally 6 hours 8:00 a.m. until 3:00 p.m. A good choice for those interested in working with “at risk” youth.

Requirements: AA Degree or higher, Paraprofessional test, or 48 semester units, T.B. skin test and Fingerprint Clearance.

☐ **Cook/Cafeteria Worker** \$12.00/hour

Assist in meal preparation and/or general cafeteria help.

Requirements: T.B. skin test and Fingerprint Clearance.

☐ **Custodian** \$12.80/hour

Custodial duties as determined.

Requirements: T.B. skin test and Fingerprint Clearance.

☐ **Site Liaison** \$12.19/hour

Assist in providing a safe and fun place for students during after school hours; homework assistance; activities including art, sports, drama and crafts.

Requirements: AA degree or higher, Paraprofessional test, or 48 semester units (applicants who do not meet NCLB compliance requirement for this position will have 12 months from the date of employment to meet one of the above), T.B. skin test and Fingerprint Clearance.

SUBSTITUTE CLASSIFIED CONSORTIUM

Certain school districts in Shasta County share substitutes, these districts include: Bella Vista Elementary, Cascade Union Elementary, Castle Rock Union, French Gulch-Whiskeytown, Gateway Unified, Grant Elementary, Happy Valley Union, Junction Elementary, Millville Elementary, North Cow Creek Elementary, Oak Run, Pacheco Union, Shasta County Office of Education, Shasta Trinity ROP and Whitmore Union Elementary.

☐ **Paraeducator** – Pay rates vary by district.

Provides classroom assistance to teacher and students as needed.

Requirements: AA Degree or higher, Paraprofessional test or 48 semester units, T.B. skin test and Fingerprint Clearance \$74 fee for DOJ and FBI (if applicable).

☐ **Clerical** – Pay rates vary by district.

Duties depend on district need. May include typing, computer, filing, phones, etc.

Requirements: T.B. skin test and Fingerprint Clearance \$74 fee for DOJ and FBI (if applicable).

☐ **Cook** – Pay rates vary by district.

Assist in meal preparation and/or general cafeteria help.

Requirements: T.B. skin test and Fingerprint Clearance \$74 fee for DOJ and FBI (if applicable).

☐ **Custodian** – Pay rates vary by district.

Custodial duties as determined by districts.

Requirements: T.B. skin test and Fingerprint Clearance \$74 fee for DOJ and FBI (if applicable).

Shasta County Office of Education

1644 Magnolia Avenue, Redding CA 96001

Substitute Employment Inquiry Form

- **PERSONAL INFORMATION**

Date: _____

Name: _____ Address: _____

Phone #: _____

- **EDUCATION**

High School Diploma ____ Yes ____ No G.E.D. ____ Yes ____ No

College/University: 1 2 3 4 5 6

Degrees, certificates or relevant courses: _____

Do you have any Early Childhood Education units (ECE)? ____ Yes ____ No

Have you passed the paraprofessional test? ____ Yes ____ No

Has a current Shasta County Office of Education employee referred you here? ____ Yes ____ No

Name _____

- **WORK SKILLS**

Please write a short paragraph about your experience and/or education that would qualify you to work in the area of interest you have checked on the reverse side of this paper:

Please write a short paragraph identifying unique skills you would bring to this job:

Note: This is only an inquiry form and is not an application. You will be contacted by Shasta County Office of Education only if your services as a substitute are needed.

* All applicants must be a minimum of 18 years of age and a high school graduate or equivalent.